



Asbestos Policy

2023

Tenant Services

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1.0 Purpose

This policy sets out the responsibilities, guidelines and control measures for the identification, management and removal of asbestos containing materials (ACM's) for Stroud District Council's (SDC) housing stock. The purpose of this policy is to ensure SDC fulfils its statutory obligations in respect of The Control of Asbestos Regulations (2012). SDC recognises the health hazards arising from exposure to asbestos and is committed to ensuring that an effective strategy and associated policies and procedures are in place in order to manage the risks to people living in or working on SDC properties.

This policy applies to all SDC staff, external contractors, operatives, and sub-contractors while working on SDC properties.

2.0 Scope

Regulation 4 'Duty to manage asbestos in non-domestic premises' requires duty holders to identify the location and condition of asbestos in non-domestic premises and to manage the risk to prevent harm to anyone who works on the building or to the building occupants.

The duty does not apply to domestic premises such as private houses. However, the duty does apply to the 'common parts' of multi-occupancy domestic premises, such as purpose-built flats or houses converted into flats. The common parts of such domestic premises might include foyers, corridors, lifts, including the shaft, staircases, roof spaces, gardens, yards, outhouses, and garages but not the private domestic area inside each flat.

In respect of the policy both dwelling and the common parts of blocks are included as well as those items mentioned above.

In addition and recognizing its responsibilities under the Health and Safety at Work etc Act 1974, Tenant Services will, to ensure the safety of its staff and others who may be exposed to ACM's, where reasonably practicable to do so comply with the codes of practice or guidance issued by the Health and Safety Executive (HSE), as a minimum requirement.

3.0 Relevant Legislation and Regulatory Compliance

SDC will comply with the legislative requirements in relation to managing asbestos within its properties. These include but not limited to:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999 (as amended)
- The Control of Asbestos Regulations 2012 (CAR)
- Work with Materials Containing Asbestos: ACOP and Guidance: L143
- The Management of Asbestos in Non-Domestic Premises: ACOP and Guidance: L127
- Asbestos the Survey Guide: HSG264
- Asbestos Essentials: HSG210

- A Comprehensive Guide to Managing Asbestos in Premises: HSG227
- Asbestos: The Licensed Contractors Guide: HSG247
- Managing Asbestos in Buildings: A brief guide: INDG223.
- The Housing Act 2004
- The Defective Premises Act 1972
- Housing Health and Safety Rating System (HHSRS)

The above is not an exhaustive list and all the guides can be accessed and downloaded free from: www.hse.gov.uk. For guidance and advice, you should consult with the Health and Safety Services Section.

4.0 Duty Holders

The duty holder's legal responsibilities cannot be delegated; however, duty holders can nominate others to undertake all or part of work to assist in complying with the duties. Anyone, or any organisation, who is nominated must know exactly what it is they must do and must have the appropriate level of competency to do this work. For the purposes of this policy the duty holder is the **Strategic Director of Communities**.

Nominated persons for the purpose of this policy are:

- **Strategic Head of Housing**
- **Head of Assets and Investments (Council Housing)** ~~Head of Contract Services~~
- Compliance and Assurance Manager
- Technical Compliance Officer
- ~~Operations Manager~~
- **Maintenance & Voids Manager, Technical and Projects Manager** ~~Maintenance & Voids Manager, Program Delivery Manager~~
- Site Officers, Technical and Project Officers,
- Maintenance & Voids Operatives / Officers

All nominated officers will be reviewed regularly.

To comply with regulatory and legislative requirements Tenant Services at SDC will:

- Ensure the Duty Holder takes all reasonable steps to identify Asbestos Contains Materials (ACM's) in non-domestic premises.
- Ensure the Duty Holder takes all reasonable steps to identify the amount, location, and condition of asbestos present in non-domestic premises.
- Recognise that domestic properties become a place of work while carrying out maintenance and/or refurbishment works and will therefore take all reasonable steps to identify ACM's in domestic properties before any works commence.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Hold and maintain an Asbestos Register to include a record of the location and condition of ACM's or materials that are presumed to contain asbestos.
- ~~Access~~ **Assess** the risk to anyone being exposed to the fibres identified.

- Prepare a plan that sets out in detail how the risk from these materials' will be managed and take the necessary steps to put the plan into action.
- Review and monitor the Asbestos Management Plan and Asbestos Policy and upon changes to regulations so that the documents remain relevant and up to date.
- Provide information on the location and condition of the ACM's to anyone who is liable to work on or disturb them.
- Provide and revise as necessary processes for the management and control of work involving asbestos.
- Ensure adequate resources are available to enable the implementation of the asbestos management plan and procedures.
- Ensure appropriate training, information and instruction is provided for all relevant staff in the form of training courses including Asbestos Awareness.
- Ensure specialist expertise is available in relation to asbestos.
- Ensure that all staff and contractors have the appropriate asbestos information for work being carried out in areas where the building fabric will be disturbed as part of the work.
- Ensure that all staff and contractors who could work on non-licensed asbestos removals and/or who could disturb the building fabric receive the relevant training.
- To carry out relevant asbestos surveys to produce an accurate record of asbestos in SDC properties. These may be Management Surveys, Refurbishment/Demolition Surveys or a hybrid Management/Refurbishment survey.
- To provide customers with information about the asbestos in their homes upon sign up or prior to any improvement works customers are planning to carry out themselves.
- To manage asbestos in situ, only removing asbestos when it is likely to be disturbed or has been damaged.
- To carry out removal of asbestos by an accredited HSE Licensed removal contractor as required.
- To carry out asbestos surveys utilising an accredited (UKAS) contractor with access to analytic services for testing of suspect materials and for carrying out air testing when required.

5.0 Arrangements for Managing Asbestos

The Compliance and Assurance Manager and the Technical Compliance Officer are to monitor performance for Asbestos Management.

Quarterly operational meetings achieve this with both Principal Contractors for Asbestos Surveying and Removal along with annual contract review.

Regular audits will be carried out on the Asbestos Register to ensure data is current and correct.

6.0 Arrangements for Risk Management

Adhering to this policy will help ensure SDC mitigate strategic risks.

The risk is recorded and reviewed on the internal Risk Management system. (~~Excelsis~~)

Senior Management and the Executive Team review risks at regular intervals.

The inclusion of Members ~~are~~ **is** also taken into account at these times.

7.0 Further Information

Key Documents:

- Tenant Services Asbestos Management Plan
- Asbestos Register (held on Keystone)

Points of Contact:

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